

MEDICAL HISTORY QUESTIONNAIRE

WHEN: Within two months after the first planned service.

UPDATES: When clinically appropriate, review at least annually.

ON WHOM: All clients receiving services beyond two months.

COMPLETED BY: The client or a support person.

MODE OF COMPLETION: Hand written on form HHSA:MHS-911 or 921 (Spanish Version).

REQUIRED ELEMENTS: All pertinent sections, both front and back.

BILLING: Write a progress note referencing the Medical History Questionnaire. *Note in the column the procedure code and the total number of minutes. Refer to billing record for appropriate procedure code. To calculate total numbers of minutes include preparation time, interview time, and documentation time. **Also** note in the column the number of minutes spent solely as face-to-face time (direct time).*

*For Example: Total: 120 Minutes
Direct: 60 Minutes*

Refer to billing record for appropriate procedure code.